



Navajo Nation Safety & Loss Control Program

Safety & Health Training - Fall Schedule

SLCP / RMP Conference Room

Administration Building One, 2nd Floor, Window Rock, AZ

Class Begins: 9AM-12PM OR 1PM – 4PM

(Please indicate if you want morning OR afternoon class)

October, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	Wilfred Keeto	Dicky Bain	Richard H. Bates	
02	03	04	05	06
09	10 Understanding Safety Data Sheet (SDS)	11 General & Office Safety	12 Back Safety	13
16	17 Hazard Communication	18 Fire Prevention Training	19 Facility Inspection	20
23	24 No Training	25 No Training	26 No Training	27
30	31 Personal Protective Equipment			

*Call and request for on-site safety presentation at your location.

Schedule is subject to change. Call to enroll at 871-6085*

November, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	Wilfred Keeto	Dicky Bain	Richard H. Bates	
		01 Evacuation Action Plan	02 General Electrical Safety	3
06	07 Confined Space Training	08 Bloodborne Pathogen	09 General & Office Safety	10 VETERAN'S DAY
13	14 Introduction to Mold & Asbestos Awareness	15 Fire Prevention Training	16 Facility Inspection	17
20	21 Personal Protective Equipment (PPE)	22 Hazard Assessment	23 THANKSGIVING DAY NO CLASS	24 FAMILY DAY NO CLASS
27	28 Ergonomic Awareness	29 Understanding Safety Data Sheet (SDS)	30 Hazard Communication	

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December, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Instructors	Wilfred Keeto	Dicky Bain	Richard H. Bates	
				01
04	05 Trenching & Excavation Safety	06 Back Safety	07 General & Office Safety	08
11	12 Emergency Action Plan	13 Fire Prevention Training	14 Lockout / Tagout	15
18	19 Introduction to Mold & Asbestos Awareness	20 Hazard Communication	21 Facility Inspection	22
25 Christmas Day	26 Bloodborne Pathogen	27 General Electrical Safety	28 Hazard Assessment	29

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Safety Training List

Information: 928-871-6085 Administration Building One, Window Rock, AZ

General & Office Safety:

General overview on safety and Health. This interactive course is designed to familiarize new employees with the safety program and engage them in actively controlling "potential" workplace hazards, thereby helping prevent accidents.

Personal Protective Equipment (PPE):

This course provide information to help attendees conduct workplace assessments to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Course covers PPE for the eyes, face, foot, head and hands.

Blood borne Pathogens:

This course review what Bloodborne pathogens are, where they are found and the symptoms of hepatitis B and HIV/AIDS and the transmission of bloodborne diseases and routes of entry. The topic explains misconceptions, preventing infections, using PPE and handling sharps and spills

Emergency Action Plan

Help provide guidance in developing an emergency action plan which employers and employees are able to identify, communicate, initiate and direct employees and clients to safe areas and account for all occupants. The course helps identify needed resources and roles to during an unforeseen event and help determine if duration of interruption can be forecast and how it impacts the daily service operation. So what is your plan "B".

Fire Prevention Training – Classroom Only:

Teach employees how they can reduce the risk of fire and what to do in the event of fire. Proper selection of fire extinguisher class, size and proper method of P.A.S.S. system means. Housekeeping is key to having a safe work environment and what are the "other" causes of fires.

Confined Space Training – Classroom Only:

This course increase employees' knowledge of the hazards associated with entering confined spaces. Includes specific control techniques and the basic pre-entry procedures to safely perform work will be reviewed.

Lock-out and Tag-out (Control of hazardous Energy) – Classroom Only:

This course focuses on stored, potentially hazardous energy sources: how to identify them, procedures required to help avoid life threatening situations, how to achieve a "zero energy state," when to use locks and tags and rules to follow when using multiple locks.

General Electrical Safety:

The importance and purpose of safe work practices for performing tasks around potentially hazardous electrical conditions in the workplace are discussed. This course provides students with the basic knowledge necessary to help avoid or minimize electric shock or electrocution.

Hazard Communication/HAZCOM:

OSHA requires employees that are exposed to hazardous chemicals in the workplace receive HAZCOM training. This course provides managers, supervisors and employees with steps-by-step solutions for complying with each of the five major sections under OSHA's Hazard Communication standard. OSHA's revised the Hazard Communication Standard aligned with GHS is in effect, and all employees **must** be trained on the new label elements and SDS format by December 1, 2013.

Trenching and Excavation Safety – Classroom Only:

Participants will be instructed on field applications that help minimize the risks of employee injuries, accidents and equipment failures on the worksite. Course topic include hazard recognition, competent person roles and responsibilities, soil classification, site inspections, protective systems and general requirements of the trench and excavation regulatory standard.

HAZWOPER Awareness

This course is designed for employees who are likely to witness or discover a hazardous substance release. Employees who attend this level course may be the individuals who would initiate the emergency response procedures by notifying proper authorities within an organization. Topic include hazardous materials identification, emergency response procedures, evacuation routes, reporting procedures and protocol to follow during a plant emergency.

Back Safety:

The topic provides practical knowledge of back safety to help reduce the risk of injury or aggravating a pre-existing back problem. The anatomy of the spine is covered in order to understand how injury occurs and can be prevented. The different categories of back problems are review and also include their common causes, first aid techniques, proper back posture methods and proper lifting procedures. Application of these basic back safety principles and practices both on and off the job can prevent the pain, discomfort and sometimes, disabling effects of an injury to the back.

Introduction to Mold & Asbestos Awareness:

Asbestos has become one of the most talked about hazardous materials in the workplace. This training course will give the background of what asbestos is, the places the products where it can be found and what real dangers it may pose. The presentation will also cover the composition, types, uses, health hazards and diseases associated with asbestos. A review of workplace programs, labeling requirements and the OSHA standard will also be conducted. Mold and fungal growth within a work environment can affect the occupants of a facility when moisture intrusion or water line breaks and the damage material is not properly removed, cleaned or replaced. Such condition becomes ideal environment for mold growth. Learn about the health impact and remediation to re-establish a safe work environment.

Facility Inspection

Safety & Loss Control Program has a variety of facility inspection checklists available to assist supervisors, chapter officials and employees charged with conducting inspection of their facility or specific work area. Such as buildings, electrical hazards, maintenance shops, warehouses, fire preventions and chemical storage.

Written Safety & Health Programs:

OSHA requires several different safety, health and environmental written programs to be developed and maintained. These written programs must be updated when there are changes to policies, procedures, equipment or site issues affecting an employee's job. General purpose programs and site-specific programs developed during session. Such as BBP, EAP, Fall Protection Plan, Fire Prevention Plan, HAZComm, LOTO, and Confined Space Plan

Hazard Assessment:

A hazard assessment is an evaluation of a work place or work task(s) for potential hazards that an employee may encounter while performing their job. Each task must be assess and documented and certified by assessor and shared with employees.

Understanding Safety Data Sheet (SDS):

Every chemical product created has a safety data sheet which lists 16 section of information pertaining the ingredients, health hazards, physical hazards, spills & releases, first aid measures, and many other critical information that a user and occupant of a facility must know. The OSHA hazard communication standard has aligned with the Global Harmonized System (GHS) on communication, labeling and classification so we can all review and comprehend a chemical product information.

Ergonomic Awareness:

Ergonomic is the scientific study of people at work. The goal of ergonomic is to reduce stress and eliminate injuries and disorders associated with the overuse of muscles, bad posture and repeated tasks. This is accomplished by designing tasks, work spaces, controls, displays, tools, lighting and equipment to fit the employee's physical capabilities and limitations.

"Call and request for a customized "on-site" safety presentation."



2017 Navajo Nation Safety Orientation

Hosted by the Navajo Nation Safety & Loss Control Program

The NN Safety Loss /Control
Program has moved to the
Administrative Building #1,
(Second Floor-South Side)
Window Rock, AZ
Ph.: (928) 871-6085



The Training is FREE!!!

Register ASAP. Limited 15 per classroom

Fax Registration to: 928-871-6087

Name: _____

Title: _____

Program: _____

Address: _____

*Phone: _____

*E-Mail: _____

Indicate Training Date: _____

Dates: Oct.—December 2017

Time: Tues, Wed. & Thurs 9:00 am-3:00 pm

**Where: SLCP / RMP Conference
Room, Administrative Building #1**

Who should attend:

- NN Employees
- Division Directors / Department Managers
- Program Supervisors
- Navajo Nation Delegates
- Navajo Nation Chapter Officials / Chapter Staff
- Enterprise employees

Safety Topics for Oct. thru December includes the following:

- General Safety
- Fire Prevention
- Safety Inspections—tribal insured buildings
- Hazard Communication / GHS
- See 2017 Schedule (Attached)

Contact Person:

**Michelle Shorty at (928)871-6085
Email: mshorty@navajo-nsn.gov**

****Registration form has to be submitted in order to attend classes****